



Bureau of Family Health, Chronic Renal Disease Program (CRDP), CoreWeb Claim Attachments

As of May 22, 2017, the system allows you to attach supporting documents to the claim invoices you enter online. These attachments could be the CRDP cardholder (patient) Explanation of Benefits Forms (EOBs), transportation trip schedules/receipts or any form of documentation that will be needed to process the patient's claim. By submitting this information online as PDF attachments, you will eliminate postal mail wait time for receiving these attachments and matching them up with your claims.

1. Use the highlighted menu option below to see the invoices/claims you've entered where you indicated that the claim requires supporting documentation for processing. The new **Add** button will take you to a page that allows you to attach one or more supporting documents to each invoice.

The screenshot shows the 'BFH CoreWeb System' interface. On the left is a navigation menu with options like 'Change Password', 'Log Out', and 'Main Menu'. The 'Main Menu' includes 'Your Claims Requiring EOBs/Attachments', which is highlighted in yellow. The main content area displays a table titled 'Claims entered that require EOBs from user RNGEISTK'. The table has columns for Row, Attach Docs, Invoice Series, Inv Seq, Client ID, First Name, Last Name, Tracker Code, Last Updated By, and Last Updated On. Each row contains an 'Add' button in the 'Attach Docs' column.

Row	Attach Docs	Invoice Series	Inv Seq	Client ID	First Name	Last Name	Tracker Code	Last Updated By	Last Updated On
1	Add	297370	1	880-03-7382	DONNA	GREEN	108	RNGEISTK	2/2/2017 10:12:30 AM
2	Add	297363	1	880-03-7382	DONNA	GREEN	108	RNGEISTK	12/20/2016 1:43:34 PM
3	Add	297360	1	880-04-7162	BILLY	BLUE	108	RNGEISTK	10/25/2016 1:26:08 PM
4	Add	297359	1	880-03-7382	DONNA	GREEN	108	RNGEISTK	10/25/2016 11:06:51 AM
5	Add	297358	1	880-03-7382	DONNA	GREEN	108	RNGEISTK	10/18/2016 1:20:20 PM

2. From that attachments page, the **Browse** button will allow you to access your computer's file system to attach your relevant documents.


 DEPARTMENT OF HEALTH
 BFH CoreWeb Applications - Renal Tuesday, March 28, 2017 11:08:20 AM

Invoice: 297370-1
User Notification Messages:

- Payment amount not determined. Services awaiting processing for this invoice series number and sequence:297370-1. Supporting documentation needs to accompany this invoice. After supporting documentation is attached to this invoice, submit this invoice for processing.

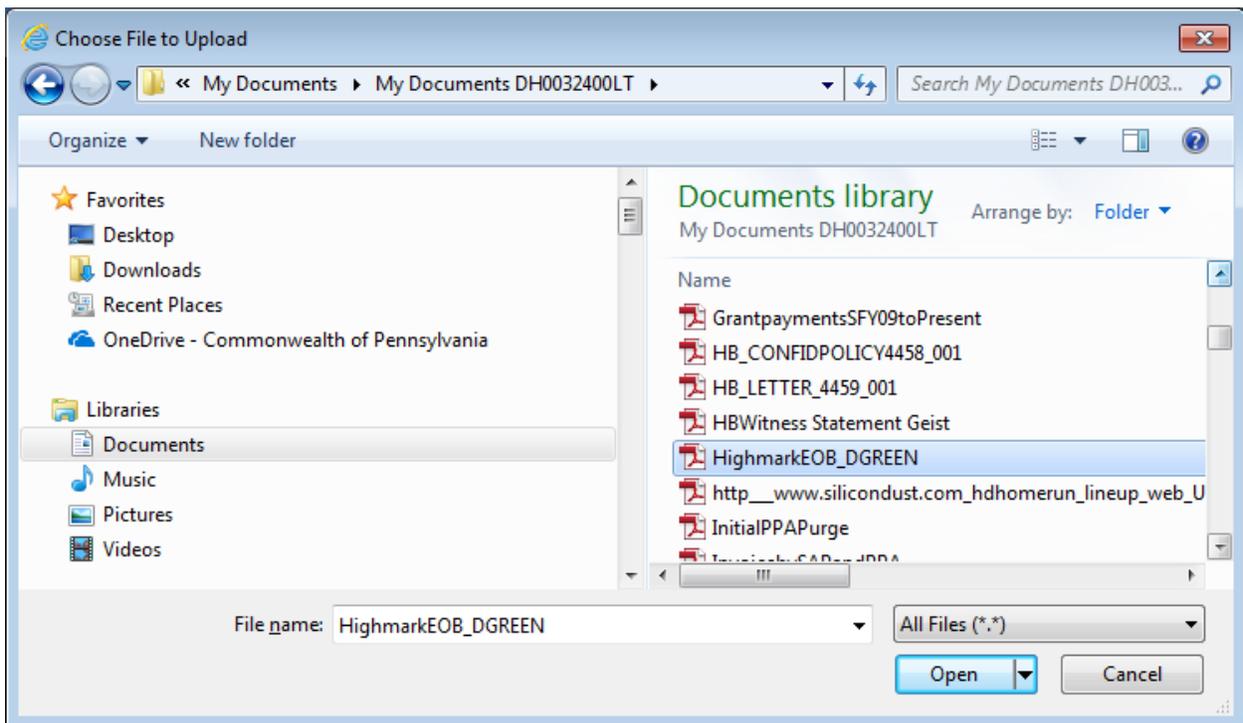
Upload Attachments
 Upload File:

No attachments for this invoice.

Invoice Received	Series Number	Inv Seq	From To	Provider ID	Contract ID	Compo	Invoice Total	Last Tracker Code Update	Tracker Code/Description	Treasury Check Date	Last Updated By
02/02/17	297370	1	01/01/16 01/01/16	232113424	PPA15002	N	0.00	02/02/17	108-PROVIDER INVOICE AWAITING EOB(S)		RNGEJSTK

Line Item Seq Number	Client Identification Number	Last Name	First Name	From To	Service Place	Service Type	Service Code	Service Units	Requested Amount	DOH Calc Amount
1	880-03-7382	GREEN	DONNA	01/01/16 01/01/16	00	PP	12311	1.00	5.00	0.00

3. You can browse your computer's files and attach the appropriate document.



4. Once you've selected the file, click the **Upload** button.

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Upload Attachments
 Upload File:

Invoice Received	Series Number	Inv Seq	From To	Provider ID	Contract ID	Compo	Invoice Total	Last Tracker Code Update	Tracker Code/Description	Treasury Check Date	Last Updated By
02/02/17	297370	1	01/01/16 01/01/16	232113424	PPA15002	N	0.00	02/02/17	108-PROVIDER INVOICE AWAITING EOB(S)		RNGEISTK

Line Item Seq Number	Client Identification Number	Last Name	First Name	From To	Service Place	Service Type	Service Code	Service Units	Requested Amount	DOH Calc Amount
1	880-03-7382	GREEN	DONNA	01/01/16 01/01/16	00	PP	12311	1.00	5.00	0.00

- Details of the attachment will appear above the claim service information. You can continue to Browse for attachments and add them to this invoice if more than one attachment is applicable to the claim.
- Once the document is attached, you can **Download** the document or delete it [X]. These two features could be useful if you suspect you accidentally attached the wrong document and want to confirm your suspicions, then possibly delete the attachment and replace it with the correct document.
- When all attachments for this claim have been uploaded, you can submit the claim for processing using the **Submit** button. Once you submit the invoice for processing, you can no longer add or delete attachments to it through the website.

BFH CoreWeb Applications - Renal Tuesday, March 28, 2017 11:08:20 AM

Invoice: 297370-1
User Notification Messages:

- Payment amount not determined. Services awaiting processing for this invoice series number and sequence:297370-1. Supporting documentation needs to accompany this invoice. After supporting documentation is attached to this invoice, submit this invoice for processing.

Upload Attachments
 Upload File:

	Series Number	Inv Seq	Client ID	Att Num	File Name	Content Type	Status	Last Updated By	Last Updated on
<input type="button" value="Download"/> <input checked="" type="button" value="X"/>	297370	1	880-03-7382	1	HighmarkEOB_DGREEN.pdf	application/pdf	A	RNGEISTK	3/28/2017 11:22:51 AM

Invoice Received	Series Number	Inv Seq	From To	Provider ID	Contract ID	Compo	Invoice Total	Last Tracker Code Update	Tracker Code/Description	Treasury Check Date	Last Updated By
02/02/17	297370	1	01/01/16 01/01/16	232113424	PPA15002	N	0.00	02/02/17	108-PROVIDER INVOICE AWAITING EOB(S)		RNGEISTK

Line Item Seq Number	Client Identification Number	Last Name	First Name	From To	Service Place	Service Type	Service Code	Service Units	Requested Amount	DOH Calc Amount
1	880-03-7382	GREEN	DONNA	01/01/16 01/01/16	00	PP	12311	1.00	5.00	0.00

8. You are also able to add attachments through Add buttons on the Invoice Summary/Status page. Here you can add attachments for any invoices in the I08 tracker code for your contract, not just the ones that you entered. This ability will allow greater flexibility to add attachments for organizations in which the personnel who handle attachments are different from the personnel who handle claims data entry.

Invoices by contract

Contract ID: PPA15002 Tracker ID: Series Number:

	Attach Docs	Invoice Received	Series Number	Inv Seq	From To	Contract ID	Compo	Invoice Total	Last Tracker Code Update	Tracker Code/Description	Treasury Check Date	Last Updated By
<input type="button" value="View"/>	<input type="button" value="Add"/>	02/02/17	297370	1	01/01/16 01/01/16	PPA15002	N	0.00	03/28/17	I09-PROVIDER INVOICE SUBMITTED		RNGEISTK
<input type="button" value="View"/>	<input type="button" value="Add"/>	01/19/17	297369	1	10/01/16 10/03/16	PPA15002	N	0.00	01/19/17	I29-Invoice in process with the Bureau of Family Health		PVGEISTK
<input type="button" value="View"/>	<input type="button" value="Add"/>	01/19/17	297368	1	10/01/16 10/03/16	PPA15002	N	0.00	01/19/17	I29-Invoice in process with the Bureau of Family Health		RNUATKEV
<input type="button" value="View"/>	<input type="button" value="Add"/>	01/17/17	297367	1	10/01/16 10/01/16	PPA15002	N	0.00	01/17/17	I08-PROVIDER INVOICE AWAITING EOB(S)		PVGEISTK
<input type="button" value="View"/>	<input type="button" value="Add"/>	01/12/17	297366	1	08/08/16 08/09/16	PPA15002	N	0.00	01/12/17	I08-PROVIDER INVOICE AWAITING EOB(S)		PVGEISTK
<input type="button" value="View"/>	<input type="button" value="Add"/>	01/12/17	297365	1	10/01/16 10/07/16	PPA15002	N	0.00	01/24/17	I08-PROVIDER INVOICE AWAITING EOB(S)		PVGEISTK
<input type="button" value="View"/>	<input type="button" value="Add"/>	01/12/17	297364	1	10/01/16 10/08/16	PPA15002	N	0.00	01/24/17	I91-Reconciled		PVGEISTK
<input type="button" value="View"/>	<input type="button" value="Add"/>	12/20/16	297363	1	01/01/16 01/01/16	PPA15002	N	0.00	12/20/16	I08-PROVIDER INVOICE AWAITING EOB(S)		RNGEISTK
<input type="button" value="View"/>	<input type="button" value="Add"/>	10/26/16	297361	1	05/01/16 05/01/16	PPA15002	N	0.00	01/09/17	I29-Invoice in process with the Bureau of Family Health		RNGEISTK
<input type="button" value="View"/>	<input type="button" value="Add"/>	10/25/16	297360	1	06/01/16 06/01/16	PPA15002	N	0.00	10/25/16	I08-PROVIDER INVOICE AWAITING EOB(S)		RNGEISTK
<input type="button" value="View"/>	<input type="button" value="Add"/>	10/25/16	297359	1	05/01/16 05/01/16	PPA15002	N	0.00	10/25/16	I08-PROVIDER INVOICE AWAITING EOB(S)		RNGEISTK

9. A Tracker ID filter control has been added to this window. If you would like to see all invoices that are at a given tracker code, you can choose that tracker code from the dropdown box to see only those invoices.

Invoices by contract

Contract ID: PPA15002 Tracker ID: Series Number:

	Attach Docs	Invoice Received	Series Number	Inv Seq	From To	Contract ID	Compo	Invoice Total	Last Tracker Code Update	Tracker Code/Description	Treasury Check Date	Last Updated By
<input type="button" value="View"/>	<input type="button" value="Add"/>	01/17/17	297367	1	10/01/16 10/01/16	PPA15002	N	0.00	01/17/17	I08-PROVIDER INVOICE AWAITING EOB(S)		PVGEISTK
<input type="button" value="View"/>	<input type="button" value="Add"/>	01/12/17	297366	1	08/08/16 08/09/16	PPA15002	N	0.00	01/12/17	I08-PROVIDER INVOICE AWAITING EOB(S)		PVGEISTK
<input type="button" value="View"/>	<input type="button" value="Add"/>	01/12/17	297365	1	10/01/16 10/07/16	PPA15002	N	0.00	01/24/17	I08-PROVIDER INVOICE AWAITING EOB(S)		PVGEISTK
<input type="button" value="View"/>	<input type="button" value="Add"/>	12/20/16	297363	1	01/01/16 01/01/16	PPA15002	N	0.00	12/20/16	I08-PROVIDER INVOICE AWAITING EOB(S)		RNGEISTK
<input type="button" value="View"/>	<input type="button" value="Add"/>	10/25/16	297360	1	06/01/16 06/01/16	PPA15002	N	0.00	10/25/16	I08-PROVIDER INVOICE AWAITING EOB(S)		RNGEISTK
<input type="button" value="View"/>	<input type="button" value="Add"/>	10/25/16	297359	1	05/01/16 05/01/16	PPA15002	N	0.00	10/25/16	I08-PROVIDER INVOICE AWAITING EOB(S)		RNGEISTK
<input type="button" value="View"/>	<input type="button" value="Add"/>	10/18/16	297358	1	06/01/16 06/01/16	PPA15002	N	0.00	10/18/16	I08-PROVIDER INVOICE AWAITING EOB(S)		RNGEISTK